

CITY OF ST. CHARLES, MISSOURI
DEPARTMENT OF PUBLIC WORKS
EXCAVATION PERMIT

Name and Address of
Owner, Developer or Agent:

Phone #: _____
Email: _____

Name and Address of
Party doing Work:

Phone #: _____
Email: _____

EMERGENCY CONTACT INFORMATION:

Contact #1

Name: _____
Phone: _____
After Hours Phone: _____
Pager: _____

Contact #2

Name: _____
Phone: _____
After Hours Phone: _____
Pager: _____

Location and Description of Work:

Quantities to be removed:

Asphalt Pavement	_____	Square Yards (1 Square Yard = 9 Square Feet) [Square Yards = Length (ft) x Width (ft) / 9]
Concrete Pavement (Full Slabs)	_____	Square Yards
Excavated Soil	_____	Cubic Yards (1 Cubic Yard = 27 Cubic Feet) [Cubic Yards = Length (ft) x Width (ft) x Depth (ft) / 27]
Sidewalk	_____	Square Feet

By signing below, Permittee (Owner, Developer, Contractor or Agent) does hereby certify that the above information is correct and accurate. Permittee shall protect, indemnify, and hold harmless the City of St. Charles from any loss, damage, liability, and expense for all injuries, including death to persons or damage to property directly or indirectly arising or growing out of the performance of the work described above. Permittee shall hold the City of St. Charles harmless from and shall answer and defend any action instituted against the City of St. Charles for any loss, damage, or injury sustained by any person from the performance of the work described above. The Permittee also consents to allowing access and inspection of the work by City employees.

Signature of Authorized Agent: _____ Date: _____
Title: _____

All excavations within 3 feet of pavement require Flowable Fill as backfill. All concrete pavement replacement shall be full slabs unless specifically approved otherwise by the Director of Public Works in writing. All Traffic Control shall be in accordance with the Manual of Uniform Traffic Control Devices or as directed by the City Engineer. Through traffic shall be allowed during all construction activities unless lane closures are approved by the City Engineer. Maximum length of lane closures shall be 4 days and 7 days for asphalt and concrete streets respectively. City Codes 505.420 – 505.490 covers excavation permitting requirements.

Owner/Contractor is to notify the Public Works Dept. at (636) 949-3237 twenty four (24) hours prior to any work. Failure to notify the City may result in rejection of the work and non-acceptance of the improvements. All work is to conform to the City’s Construction Specifications. Copies of the specifications are available for \$10 each through the Department of Public Works. **Deposits will be held for 90 days after work is complete.** The contractor is responsible for requesting the final inspection and release of the deposit. All City requirements must be met in order to receive a full refund of the deposit.

This permit must be on the job site at all times and will expire in **30 days** unless noted otherwise.

Section Below is for City Use Only: _____

Permit Fee: \$ _____ Date Paid: _____
[Code Section § 505.440.A.10]

Security/Escrow/Deposit Amount: _____ (Cashier’s Check or Certified Check)

Annual \$10,000 Excavation Performance Bond on file with Public Works?: (Yes / No)
Do restorations exceed \$10,000?: (Yes / No)
\$50,000 Liability Insurance Certificate or Bond submitted?: (Yes / No)

Application (Approved / Denied) by: _____ Date: _____
Public Works Department

Permit Expires: _____

Special Conditions: _____
